



**Agenda**  
**Board of Supervisors & Planning Commission**  
**Wednesday, April 6, 2022 at 7:00 PM**  
**Administration Building Auditorium**  
**414 North Main Street, Madison, Virginia 22727**

**Call to Order, Pledge of Allegiance & Moment of Silence**

**Determine Presence of a Quorum/Adoption of Agenda**

**Public Comment**

**Public Hearing**

1. **Case No. SU-04-22-12:** Mr. Shawn Woodfolk has applied for a special use permit to operate a commercial slaughterhouse on an A1 (agriculture) zoned parcel. In the A1 zoning district, a commercial slaughterhouse requires a special use permit. The subject property contains an existing farm exempt agricultural structure utilized seasonally to process wild game. If approved, a new structure/addition would be constructed to process livestock. The applicant estimates processing would be limited to thirty (30) to fifty (50) animals monthly. If approved, the facility would be required to adhere to all state and federal regulations. The 21.2-acre parcel does not contain a postal address but is located on Thrift Road (Rt. 657). The parcel is identified on Madison County's Tax Maps as 47-3B.
2. FY23 Budget Public Hearing

**Discussion**

**Public Comment**

**Closed Session**

**Adjourn**



1.

**Agenda**  
**Joint Meeting**  
**Madison County Planning Commission &**  
**Madison County Board of Supervisors**  
**Wednesday, April 6<sup>th</sup>, 2022, 7 p.m.**  
**Madison County Administrative Auditorium**



## **Planning Commission**

Call to Order

### ***Pledge of Allegiance & Moment of Silence***

- 1) Determine Presence of a Quorum
- 2) Approval of Agenda (Additions or Changes)
- 3) Review of Minutes from February 2, 2022, Regular Meeting
- 4) Public Hearings:

A) **Case No. SU-04-22-12:** Mr. Shawn Woodfolk has applied for a special use permit to operate a commercial slaughterhouse on an A1 (agriculture) zoned parcel. In the A1 zoning district, a commercial slaughterhouse requires a special use permit. The subject property contains an existing farm exempt agricultural structure utilized seasonally to process wild game. If approved, a new structure/addition would be constructed to process livestock. The applicant estimates processing would be limited to thirty (30) to fifty (50) animals monthly. If approved, the facility would be required to adhere to all state and federal regulations. The 21.2-acre parcel does not contain a postal address but is located on Thrift Road (Rt. 657). The parcel is identified on Madison County's Tax Maps as 47-3B.

- 5) Other Items from the Planning Commission or Public
- 6) Adjournment

# Madison County Planning Commission

## Joint Meeting

February 2, 2022

The Madison County Planning Commission Joint Meeting was called to order by Chair, Steve Carpenter, in the County Office Administration Building Auditorium at 7:00 p.m. A quorum was established with the following members present: Peter Work, Steve Carpenter, Michael Snider, James Graves III, Nathan Cowan, Fay Utz, Pete Elliott & Francoise Seillier-Moiseiwitsch; Danny Crigler was absent. Also present were Ligon Webb, County Planner; Sean Gregg, County Attorney; Jonathon Weakley, County Administrator; and Clay Jackson, BOS Liaison.

All rose for the Pledge of Allegiance, followed by a moment of silence.

Case No. S-02-22-9 & Case No. S-02-22-10 were table by the applicant.

Motion was made by Peter Work to approve the agenda as presented, seconded by Fay Utz, and carried, with all members voting aye.

Motion was made by Peter Work to approve the minutes of the December 1, 2021 meeting as submitted, seconded by Fay Utz, and carried, with all members voting aye.

A) Case No. SU-02-22-8: Tri-Creek Farm, LLC has applied for a special use permit to operate four short-term rentals on an A1 (agriculture) zoned parcel. In the A1 zoning district short-term rentals/lodging requires a special use permit. The subject property contains an existing single-family home, a cabin, a finished accessory structure, and a yurt structure; each dwelling/structure is proposed to be utilized as a potential short-term rental. The property's principal dwelling has an address of 1202 Lillards Ford Road, Brightwood, VA 22715. The subject 98.9-acre parcel is also identified on Madison County's Tax Maps as 41-35.

Discussion was made on the possibility of the subject property being used for larger events without restrictions set forth in the SUP recommendation. Neighboring land owner Mark Wakeman spoke of frequent, larger gatherings being his only concern. Peter work was in favor of imposing restrictions in regards to the allowable number of people permitted to gather at the property at a given time. Bill Gentry spoke on behalf of the land owner and indicated the owners intent was outlined in the SUP application which was for operating 4 short term rentals. Ligon Webb was in favor of the SUP with three proposed additions: 1. The SUP is fully transferable and "indefinite"; unless the use is discontinued by the property's owner(s) for a period of two years.

2. Prior to being rented on a short-term basis, the existing Yurt structure must provide a VDH approved means of sanitation (i.e., bathroom, composting toilet, etc.)

3. Prior to being rented on a short-term basis, the existing accessory structure must be issued a certificate of occupancy (C.O.) by the County Building Official.

Motion was made by Pete Elliott to recommend approval to the BOS, seconded by Mike Snider and carried with all voting aye except Peter Work who voted nay.

Case No. SU-02-22-11: On behalf of the Madison County Board of Supervisors and Emergency Services, Network Building and Consulting (NB+C) has submitted a special use permit application to develop a wireless communication facility (WCF). The proposed WCF will provide public safety radio coverage for the County’s public safety system. The WCF would be confined to a leased 40’ x 60’ fenced-in compound located on a 14.9-acre A1 (Agriculture) zoned parcel. This parcel is located on a roughly 0.75 miles (~3,950 ft.) private right-of-way connected to Hughes River Road. Per article one (zoning ordinance) section 14-13-4 (uses requiring a special use permit) WCF’s exceeding 100 feet in height require a special use permit. The proposed lattice tower’s height would be 174 feet, including an attached four- foot lightning rod. The subject property has a postal address of 744 Hughes River Road, Etlan, VA 22719 and is identified on Madison County’s Tax Maps as 16-28.

Elisha Kiser spoke on behalf of NB+C in favor of the project with with support from Brian Gordon, Madison County Director of Emergency Communications. There were no questions from the public or PC. Motion was made by Fay Utz to recommend approval to the BOS, seconded by Francoise Seillier-Moiseiwitsch and carried with all voting aye.

BOS had previously submitted a request asking the PC to examine and make recommendation on the Short Term Rental Terms and Definitions. It was appointed to the PC Business, Industrial and Sign Committee under Committee Chair Peter Work.

BOS had also previously submitted a request asking the PC to examine and make recommendation on the Private Road Limitations (Article 4-8-3 of the Subdivision Ordinance). It was appointed to the PC Business, Industrial and Sign Committee under Committee Chair Peter Work.

County Attorney Sean Gregg spoke on regulations in the Code of Virginia related to PC and BOS members only being able to miss 2 meetings or 25% of meetings per calendar year. He could not recall anyone ever being disciplined through legal channels.

There being no further business, motion was made by Pete Elliot, seconded by Francoise Seillier-Moiseiwitsch and carried with all voting aye to adjourn at 7:45 p.m.

Attest:

\_\_\_\_\_, Steve Carpenter, Chairman

\_\_\_\_\_, Nathan Cowan, Secretary

## PUBLIC NOTICE

Notice is hereby given that Madison County's Planning Commission and Board of Supervisors will hold a joint public hearing at the Madison County Administrative Auditorium located at 414 N. Main Street, Madison, Virginia on **Wednesday, April 6<sup>th</sup>, at 7:00 p.m.** to act on the following cases:

**Case No. SU-04-22-12:** Mr. Shawn Woodfolk has applied for a special use permit to operate a commercial slaughterhouse on an A1 (agriculture) zoned parcel. In the A1 zoning district, a commercial slaughterhouse requires a special use permit. The subject property contains an existing farm exempt agricultural structure utilized seasonally to process wild game. If approved, a new structure/addition would be constructed to process livestock. The applicant estimates processing would be limited to thirty (30) to fifty (50) animals monthly. If approved, the facility would be required to adhere to all state and federal regulations. The 21.2-acre parcel does not contain a postal address but is located on Thrift Road (Rt. 657). The parcel is identified on Madison County's Tax Maps as 47-3B.

The public is invited to attend the hearing and comment. Written comments may be submitted prior to the meeting; written comments received prior to 1 p.m. on Friday, April 1, 2022, will be placed into the official staff packet and distributed to the Planning Commission, Board of Supervisors. The meeting will also be streamed live on the County's Official YouTube channel. Copies of the County's ordinances and documents related to these hearings are available for review. The documents can be viewed in person at Madison County's Building & Zoning Office, 410 North Main Street, Madison, VA 22727; documents can be inspected Monday through Friday from 8:30 a.m. to 4:30 p.m. Comments or questions can be sent via email to [lwebb@madisonco.virginia.gov](mailto:lwebb@madisonco.virginia.gov) or by calling 540-948-7513.

Ligon Webb, County Planner

**MADISON COUNTY  
ZONING REQUEST**

1.

☐ Zoning Permit ☐ Subdivision ☐ Family Subdivision ☐ Site Plan  
☐ Boundary Line Adjustment ☐ Variance ☒ Special Use Permit ☐ Rezoning

Owner Name: Shawn M. Woodfolk

Address: 845 Lakeland Court

Phone Number: 540-718-3074

City: Culpeper

State: VA

Zip Code: 22701

Email: shawnwoodfolk@gmail.com

Applicant: ☒ Owner ☐ Agent ☐ Surveyor

Applicant Name: Shawn M. Woodfolk

Address: 845 Lakeland Court

Phone Number: 540-718-3074

City: Culpeper

State: VA

Zip Code: 22701

Email: shawnwoodfolk@gmail.com

**Property Information**

Location/Address of request: TBD Thrift Road, Madison, VA 22701

Tax Map: 47-3B

Zoning: A1

Lot Size: 21.2 acres

Setbacks: Front: 100'

Sides: 25'

Rear: 50'

Shrink-Swell Soils: ☒ Yes ☐ No ☒ Moderate ☐ Severe ☐ 24" Footing ☐ N/A

Floodplain on Parcel: ☐ Yes ☒ No Structure located in floodplain? ☐ Yes ☐ No

Right-of-Way Created? ☐ Yes ☒ No VDOT entrance permit obtained? ☐ Yes ☐ No ☐ N/A

Number of lots served by right-of-way: 2 For ROW and entrance info contact Adam Moore @ VDOT Charlottesville Residency (434) 293-0011

**Zoning Request Information**

The owner/applicant of the described property hereby submits request as required by Article(s) 4-2-22 of the Madison County zoning Ordinance.

Purpose of Request: The applicant is seeking a special use permit to operate a commercial slaughter house from an existing structure.

The proposed slaughter house would process cattle, sheep, hogs and goats. If approved, the facility would be required to follow all state and federal regulations.

Existing Acreage: 21.25 acres Acreage Covered by Request: 21.25 acres Proposed # of Lots: N/A

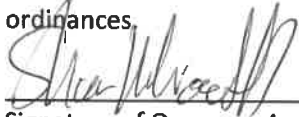
*A Soil & Erosion plan is required for disturbing more than 10,000 sq. ft. Verify with E&S Program Administrator.*

Is this request an amendment to an existing permit? If yes, provide type and number: N/A

Surveyor/Engineer Name: N/A

Phone Number: \_\_\_\_\_

I hereby certify that I have the authority to make the foregoing application and that the information given is correct. This request will conform to all applicable state and county regulations, Madison County Zoning and Subdivision ordinances.



Signature of Owner or Agent

1-24-22

Date

**Office Use Only:** ☐ Approved ☐ Denied

\_\_\_\_\_  
Ligon Webb County Planner

\_\_\_\_\_  
Date

\_\_\_\_\_  
April Clements Zoning Technician

\_\_\_\_\_  
Date

Have all necessary statements, plats, plans or other pertinent information been submitted: ☐ Yes ☐ No

Planning Commission: ☐ Approved ☐ Denied Date: \_\_\_\_\_ Board of Supervisors: ☐ Approved ☐ Denied Date: \_\_\_\_\_

Conditions, if any: \_\_\_\_\_

Payment Amount \$ 500.00

Date: 1/24/2022

Payment Type: check

**Note: The public hearing originally scheduled March 2, 2022, was cancelled.**  
**Thanks!**



March 10, 2022

Dear Neighbor,

You are hereby informed that Shawn Woodfolk has applied for a special use permit. The submitted special use permit application has been reviewed by County staff and a public hearing is scheduled for an upcoming joint meeting of the Planning Commission and Board of Supervisors. **This public hearing will take place on Wednesday, April 6<sup>th</sup>, 2022 (7 p.m.) at the Madison County Administrative Auditorium located at 414 North Main Street, Madison, Virginia.** Notice of this hearing will be advertised in the Madison Eagle on March 17<sup>th</sup> and March 24<sup>th</sup>; the text of this advertisement states the following:

**Case No. SU-04-22-12:** Mr. Shawn Woodfolk has applied for a special use permit to operate a commercial slaughterhouse on an A1 (agriculture) zoned parcel. In the A1 zoning district, a commercial slaughterhouse requires a special use permit. The subject property contains an existing farm exempt agricultural structure utilized seasonally to process wild game. If approved, a new structure/addition would be constructed to process livestock. The applicant estimates processing would be limited to thirty (30) to fifty (50) animals per week. If approved, the facility would be required to adhere to all state and federal regulations. The 21.2-acre parcel does not contain a postal address but is located on Thrift Road (Rt. 657). The parcel is identified on Madison County's Tax Maps as 47-3B.

**In addition, the Planning Commission will be holding a work session on Wednesday, March 16<sup>th</sup>, 2022 (6:30 p.m.) where this application will be discussed.** Though this meeting is not a public hearing, you are invited to attend. This meeting will also be held at the Madison County Administrative Auditorium located at 414 N. Main Street, Madison, Virginia.

If you have any question, concerns, or comments you are encouraged to attend the joint public hearing or work session. Also, please feel free to contact me at the number (or email) below for assistance.

Sincerely,

Mr. Ligon Webb

County Planner

(540) 948-7513

[lwebb@madisonco.virginia.gov](mailto:lwebb@madisonco.virginia.gov)

**County Planner Comments (3/10/2022)** - The email below was sent to VDOT on 2/7/2022; however, the email misstated the total number of anticipated weekly animals processed. The email stated "30 - 50 animals would be processed in a week." This should have stated 30-50 animals would be processed monthly.

**From:** Ligon Webb <[lwebb@madisonco.virginia.gov](mailto:lwebb@madisonco.virginia.gov)>

**Sent:** Monday, February 7, 2022 3:11 PM

**To:** Bedsaul, Willis <[willis.bedsaul@vdot.virginia.gov](mailto:willis.bedsaul@vdot.virginia.gov)>; Doug McAvoy Jr. <[douglas.mcavoy@vdot.virginia.gov](mailto:douglas.mcavoy@vdot.virginia.gov)>

**Subject:** re: Comments - SUP for Small Scale Commercial Slaughterhouse March 2, 2022 Public Hearing

Hello Willis and Doug – Shawn Woodfolk has applied for an SUP to operate a commercial slaughterhouse from an existing agricultural structure located on his property. This requires a special use permit from the County. Mr. Woodfolk has indicated the proposed operation would process 30-50 animals per week, mostly during the spring, summer and fall months. However, the applicant suspects the number of animals processed weekly will be much closer to 30, than 50. He estimates during a typical week, he might have 10 separate deliveries of animals for processing.

The subject 21-acre agricultural zoned parcel is located on Thrift Road (Rt. 657), and is identified on Madison County' Tax Maps as 47-3B. Currently, the subject parcel is accessed via a shared private driveway which is located on Ruth Road (Rt. 658), near the intersection with Thrift Road. This entrance/exit is shared with the adjoining property (TM 47-3A), and this parcel (47-3A) has an existing single-family dwelling which is addressed as 8265 Ruth Road. I have visited the site, and on Ruth Road the existing entrance/exit appears to have good site distance in both directions.

As noted in the email subject, this application is scheduled for a joint public hearing before the Planning Commission and Board of Supervisors on Wednesday, March 2, 2022.

Any comments that you could provide as this application is considered would be appreciated!

Thanks again, Ligon



## VDOT's Doug McAvoy responded on 2/9/2022:

1.

Ligon,

This will require a commercial entrance. It could be as simple as a low-volume commercial entrance, but the owner will have to do the traffic generation estimation to demonstrate that all he needs is a low-volume commercial entrance.



Doug McAvoy Jr., P.E.

*Area Land Use Engineer*

Charlottesville Residency

Virginia Department of Transportation

## Below is the County Planner's email to VDOT on 3/10/2020

Hello Willis and Doug – Just a follow up on this email regarding Shawn Woodfolk's SUP that I sent roughly a month ago. The SUP will be heard at a joint hearing of the Planning Commission and BoS on April 6, 2022, the March 2, 2022 hearing did not happen.

Also, I misunderstood the estimated number of weekly trips, the applicant estimates 30 – 50 animals will be processed monthly, not weekly. I will recommend that a condition of the SUP be that the total number of animals processes in a given month not exceed 70 animals; so if this number increases (above 70 animals in a given month) the SUP will be required to be amended. And given this, as I see it the increases in traffic volume to the parcel will be negligible. Therefore, I will recommend this SUP be approved as presented.

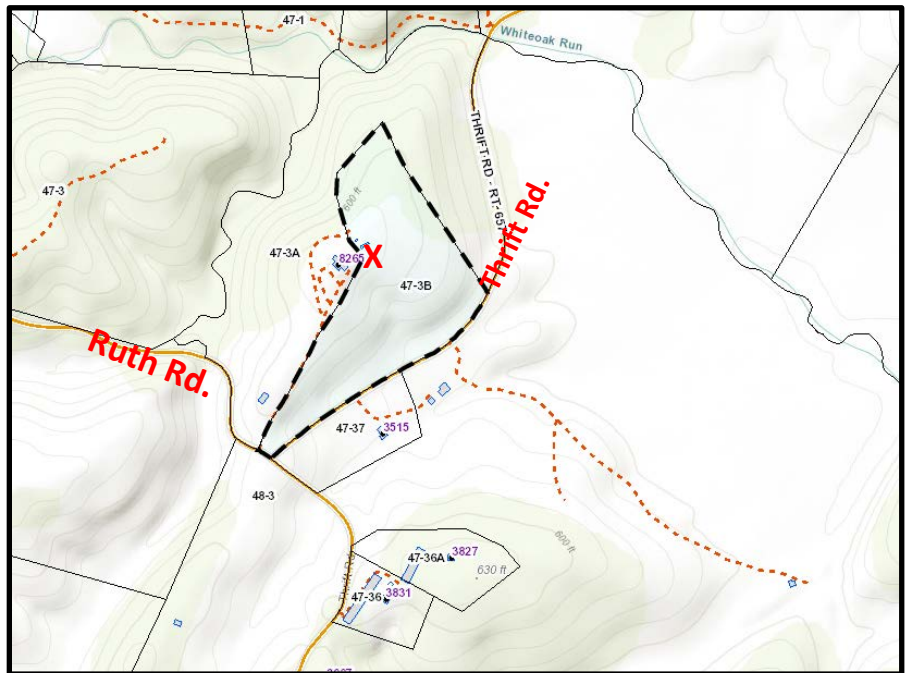
Ok, thanks again! Ligon

**Additional Comments:** After sending the above email, the County Planner spoke with Mr. McAvoy and reiterated the above position, and communicated that requiring a engineer to produce a traffic engineering study seemed burdensome given the anticipated monthly volumes. The County Planner recommends that the SUP provide clear limits on the total number of animals processed in a month, and require a low-volume commercial entrance be installed if the SUP is approved.

9

# A Special Use Permit Request by Mr. Shawn Woodfolk for a Commercial Slaughterhouse on an A1-zoned Parcel

**Background** – Mr. Shawn Woodfolk has applied for special use permit to operate a commercial slaughterhouse on an A1 (agricultural) zoned parcel. The subject 21.2-acre parcel (TM 47-3B) is located on Ruth Road (Rt.658) and contains an existing agricultural building which is currently utilized seasonally to process/slaughter wild game; wild game processing is a by-right use in the A1 zoning district.



If approved, the applicant has indicated commercial/domestic processing would likely be 30 to 50 animals monthly. In the proposed special use permit conditions, the County Planner has recommended monthly commercial/domestic processing not exceed 75 animals per month. In terms of size, the County Planner would describe such an operation (processing up to 75 animals per month) to be small scale in nature.

Mr. Woodfolk would expand the site's existing agricultural building to accommodate the increased usage; and because this existing agricultural building was permitted via an agricultural exemption, this building would be required to be permitted for the proposed commercial use. Mr. Woodfolk has indicated he will engage an engineer to certify the existing agricultural building meets building codes; and if necessary, improvements will be made to comply with building code requirements.

**Existing Use** (Wild Game Processing)- In the early 2000s, Mr. Woodfolk's existing wild game processing business (Hidden Pines Meat Processing, LLC) was established. The wild game business operation coincides with hunting season, and wild game processing begins in late

September and ends at the beginning of January. Mr. Woodfolk estimates roughly 2,000 wild game animals are processed during a full hunting season.

Wild game processing operates from an existing agricultural building(s) and contains a large refrigeration unit (see photos below). The total square footage of the existing buildings, including refrigeration space, is roughly 2,500 square feet.

Typically, customers drop off their wild game, and return for pickup a few days later once processed. The typical hours of operations are Monday through Friday, 7:30 a.m. to 5 p.m.

#### Visuals –





**Proposed Expansion into Domestic/Commercial Processing-** As noted, the applicant is seeking to expand into domestic processing. And to accommodate the proposed expansion, an additional (attached) structure would be built; this structure would also include expanded refrigeration space. In total, this expansion (including additional refrigeration space) would be roughly 2,500 square feet, which is similar in size to the existing structures. Animals would be processed in both the existing and new structures.

The proposed expansion would include a bathroom, and therefore the installation of a septic field requiring permitting through the Virginia Department of Health. Currently, a portable (port-o-john) is utilized.

#### Conceptual Site Plan -



**USDA Permitting Requirements** – The USDA (United States Department of Agriculture) the regulatory agency charged with regulating meat processing facilities. The applicant states the existing wild game operation is not subject to USDA regulations; however, the commercial/domestic processing is subject to USDA regulations. When processing domestic animals, a USDA inspector is required to be on site.

The applicant also states that wild game can be processed in the same facility/space utilized for domestic processing. Therefore, it is conceivable (and allowable) for wild game to be processed during morning hours, and domestic animals to be processed during afternoon hours.

As noted in the proposed special use permit conditions, the applicant is required to adhere to all federal and state regulations regarding meat processing and production.

**Roads and Access** – The parcel's existing access is achieved via a right-of-way (private drive) which is shared with an adjoining property (TM 47-3A). This private drive connects to Ruth Road (Rt. 658), at the intersection of Thrift Road (Rt. 657).

In December of 2020, VDOT traffic counts for Thrift Road - from Wolftown-Hood Road to the western boarder of the Town of Madison (4-mile section) – had a AADT (annual average daily traffic) of 120; for comparison in 2015 this section of Thrift Road had an AADT of 110. In December of 2020, VDOT traffic counts for Ruth Road – from Thrift Road to Courtney Hollow Lane (3.8-mile section) – had an AADT of 100. The County Planner would describe both roads (Thrift and Ruth Road) as low-volume rural roads.

The parcel's existing entrance on Ruth Road contains good site distance in both directions and wide turning radiuses. The County Planner believes improving this entrance is not necessary.

**Other Items to Consider** - For both wild game and domestic animals, generally each animal is delivered to the site by a single customer; and once processed, picked-up by that customer. The applicant states that it is extremely rare of multiple customers to up different parts of a single processed animal.

Recently, the applicant received a \$40,000 AFID (Agricultural and Forestry Industries Development) grant, it's estimated the cost of the proposed expansion will be roughly \$750,000.

If approved, the applicant estimates the expanded facility will employ seven full-time employees. The total number of employees could seasonally fluctuate.

**Proposed Conditions of the Special Use Permit** – The following special use permit conditions are recommended:

- 1) The total number of domestic animals processed monthly shall not exceed 75 animals.
- 2) All required federal and state laws/regulations governing animal processing and welfare shall be adhere to.
- 3) For the new building/structure, all exterior lighting shall be on a timer, downward pointing, and turned off nightly at 10 p.m.
- 4) There shall be no retail sales allowable on the site.
- 5) Prior to submitting construction plans for the site's new buildings/structures, the existing agricultural building(s) shall be inspected by a licensed engineer certifying the building(s) meet building codes; and as recommend by said licensed engineer, any necessary building improvements and/or alterations to the existing agricultural building(s) shall be permitted through Madison County's Office of Building and Zoning.
- 6) The site's new building/structure shall contain a bathroom and be permitted though the Virginia Department of Health.
- 7) To increase the total number of domestic animals allowable to be processed in a month (75 animals) shall require an amendment to this special use permit, and therefore require a public hearing.
- 8) The special use permit is fully transferable and "runs with the land" provided the conditions stated herein are met and adhered to.
- 9) Failure to adhere to these stated conditions herein, could lead to the revocation of this special use permit and the ability to legally operate a commercial slaughterhouse from this location.

**Recommendation: Approval****March 25, 2022**

Mr. Woodfolk's special use permit request is for the expansion of an exiting business, Hidden Pines Meat Processing, a wild game meat processing business owned and operated by Mr. Woodfolk since the early 2000s. If this special use permit is approved - with the proposed recommended conditions - this special use permit would allow for the processing of 75 domestic animals monthly, which the County Planner believes is relatively small scale in nature. Other notable recommended special use permit conditions require that all federal and state regulations be followed regarding domestic animal processing, there be no retail sales on the site, and it requires a (new) public hearing if domestic animal processing exceeds, or is proposed to exceed, 75 animals monthly.

Hidden Pines Meat Processing is located at the intersection of Thrift and Ruth Roads. The County Planner would describe both roads as rural secondary roads with relatively low traffic volumes as indicated by VDOT traffic counts. However, with the nearby Bald Top Brewery (Thrift Road) and the popularity (and growth) of Hidden Pines' wild game processing, anecdotal evidence suggests that both roads likely have increased traffic volumes that may not be captured in VDOT traffic counts. Regardless, though traffic may fluctuate and "spike" seasonally to/from the subject site, the adjacent roads still appear to be low volume overall, and historic nearby accident data does not indicate any potential troubling or discernible patterns. The site's existing entrance has good site distance, contains wide radiuses and contains overall good geometry.

Over the past several decades the national trend for meat processing has been the consolidation of processing to large corporate owned facilities, and it's estimated four companies process roughly 80 percent of all meat nationally. However, a recent trend of small scale, locally sourced and operated facilities has emerged – like Hidden Pines. If this special use permit is approved to allow for domestic processing, it will provide an option for local domestic meat production, increase local economic investment, and create job opportunities. In addition, the proposed special use permit conditions will provide basic oversight and ensure any expansions to domestic production (over 75 animals monthly) would require a public hearing.

MADISON COUNTY BOARD OF SUPERVISORS  
PROPOSED MADISON COUNTY BUDGET FOR FISCAL YEAR 2023 BEGINNING JULY 1, 2022

A public hearing will be held at 7:00 p.m., or as soon thereafter as possible, on Wednesday, April 06, 2022 in the Board Room at 414 N Main Street, Madison, Virginia 22727, for any and all persons who wish to appear and be heard concerning Madison County's proposed FY2023 annual budget.

The proposed annual budget, prepared pursuant to Chapter 25, Section 15.2-2506 of Code of Virginia, 1950 as amended, is for informative and fiscal planning purposes only, except in the case of the school division budget. In no event, including the school division budget, shall such preparation, publication and approval be deemed to be an appropriation. No money shall be paid out or become available to be paid out for any contemplated expenditure unless and until there has first been made an appropriation for such contemplated expenditures by the Madison County Board of Supervisors

In accordance with Chapter 25, Section 15.2-2506 the following budget synopsis is provided to the citizens of Madison County and other interested parties. The proposed FY 2023 Madison County budget proposes no change to the tax rates. The Madison County tax rates are as follows:.

I. Real Estate – No change to the current \$.74 per \$100 of assessed valuation based on 100% of market value is proposed.

II. Tangible Personal Property – No change to these current rates are proposed: \$3.60 per \$100 of assessed valuation based on 100% of market value for automobiles, trucks, motorcycles, trailers and campers, and other recreational vehicles; \$3.10 per \$100 of assessed valuation based on 100% of market value for all other tangible personal property; no taxation on farm machinery.

III. Machinery & Tools - No change to the current \$1.67 per \$100 of assessed valuation based on 100% of market value rate is proposed.

IV. Merchants Capital - No change to the current rate of \$0.86 per \$100 of assessed valuation based on 100% of market value is proposed.

Proposed FY2023 Operating Budget

EXPENDITURES					REVENUES				
	FY2022 Adopted	FY2023 Proposed	Dollar Change	Percentage Change		FY2022 Adopted	FY2023 Recommended	Dollar Change	Percentage Change
<b>General Fund (GF)</b>					<b>General Fund (GF)</b>				
General government administration	\$ 2,063,126	\$ 2,369,502	\$ 306,376	14.85%	Revenue from local sources	\$ 22,430,582	\$ 23,589,419	\$ 1,158,837	5.17%
Judicial administration	1,068,044	1,223,637	155,593	14.57%	Revenue from Commonwealth	2,745,690	2,814,639	68,949	2.51%
Public safety	8,111,869	8,088,126	(23,743)	-0.29%	Revenue from Federal Government	2,207,929	2,690,764	482,835	21.87%
Public works	1,190,324	1,260,006	69,682	5.85%	Transfer from other fund	55,000	62,500	7,500	13.64%
Health and welfare (excl. VPA & CSA)	348,161	406,697	58,536	16.81%	Use of accumulated fund balance:				
Education (excl. contrib. to School Board)	5,000	5,000	-	0.00%	School Capital Projects Fund	-	627,000	627,000	100.00%
Parks, recreation, and cultural	427,424	479,315	51,891	12.14%	County Capital Projects Fund	-	402,000	402,000	100.00%
Economic development	585,859	635,886	50,027	8.54%	General Fund	1,677,168	461,118	(1,216,050)	-72.51%
Nondepartmental	2,589,836	303,519	(2,286,317)	-88.28%	Total General Fund revenues	\$ 29,116,369	\$ 30,647,440	\$ 1,531,071	5.26%
Transfers to other funds	12,726,726	15,875,752	3,149,026	24.74%					
Total General Fund expenditures	\$ 29,116,369	\$ 30,647,440	\$ 1,531,071	5.26%					
<b>Transient Occupancy Tax (TOT) Fund</b>					<b>Transient Occupancy Tax (TOT) Fund</b>				
Tourism	\$ 50,000	\$ 50,000	\$ -	0.00%	Transient occupancy tax	\$ 105,000	\$ 112,500	\$ 7,500	7.14%
Transfer to other fund	55,000	62,500	7,500	13.64%					
Total TOT Fund expenditures	\$ 105,000	\$ 112,500	\$ 7,500	7.14%					
<b>School Operating Fund</b>					<b>School Operating Fund</b>				
	\$ 21,484,844	\$ 25,460,364	\$ 3,975,520	18.50%	Revenue from the Commonwealth	\$ 9,784,307	\$ 13,003,125	\$ 3,218,818	32.90%
					Revenue from the Federal Government	1,745,926	2,502,628	756,702	43.34%
					Other revenue	262,571	262,571	-	0.00%
					Transfer from other fund	9,692,040	9,692,040	-	0.00%
					Total School Op. Fund revenues	\$ 21,484,844	\$ 25,460,364	\$ 3,975,520	18.50%
<b>School Food Fund</b>					<b>School Food Fund</b>				
	\$ 896,500	\$ 1,266,500	\$ 370,000	41.27%	Revenue from the Commonwealth	\$ 25,000	\$ 30,000	\$ 5,000	20.00%
					Revenue from the Federal Government	510,000	1,081,500	571,500	112.06%
					Other revenue	361,500	155,000	(206,500)	-57.12%
					Total School Food revenues	\$ 896,500	\$ 1,266,500	\$ 370,000	41.27%
<b>Virginia Public Assistance (VPA) Fund</b>					<b>Virginia Public Assistance (VPA) Fund</b>				
	\$ 3,103,843	\$ 3,141,836	\$ 37,993	1.22%	Revenue from the Commonwealth	\$ 903,360	\$ 843,865	\$ (59,495)	-6.59%
					Revenue from the Federal Government	1,603,637	1,634,477	30,840	1.92%
					Other revenue	-	-	-	N/A
					Transfer from other fund	596,846	663,494	66,648	11.17%
					Total VPA revenues	\$ 3,103,843	\$ 3,141,836	\$ 37,993	1.22%
<b>Children's Services Act (CSA) Fund</b>					<b>Children's Services Act (CSA) Fund</b>				
	\$ 2,219,593	\$ 2,300,000	\$ 80,407	3.62%	Revenue from the Commonwealth	\$ 1,486,736	\$ 1,526,967	\$ 40,231	2.71%
					Other revenues	22,426	23,033	607	0.00%
					Transfer from other fund	710,431	750,000	39,569	5.57%
					Total CSA revenues	\$ 2,219,593	\$ 2,300,000	\$ 80,407	3.62%
<b>Debt Service Fund</b>					<b>Debt Service Fund</b>				
Principal payments	\$ 1,033,580	\$ 1,069,847	\$ 36,267	3.51%	Transfer from other fund	\$ 1,727,499	\$ 1,726,954	\$ (545)	-0.03%
Interest expense	693,919	657,107	(36,812)	-5.30%					
Total Debt Serv. Fund expenditures	\$ 1,727,499	\$ 1,726,954	\$ (545)	-0.03%					
<b>Total expenditures</b>	\$ 58,653,648	\$ 64,655,594	\$ 6,001,946	10.23%	<b>Total revenues</b>	\$ 58,653,648	\$ 64,655,594	\$ 6,001,946	10.23%
<b>Less transfers to other funds:</b>					<b>Less transfers from other funds</b>				
Transfer from GF to School Operating Fund	\$ 9,692,040	\$ 9,692,040	\$ -	0.00%	Transfer to School Operating Fund from GF	\$ 9,692,040	\$ 9,692,040	\$ -	0.00%
Transfer from GF to VPA Fund	596,846	663,494	66,648	11.17%	Transfer to VPA Fund from GF	596,846	663,494	66,648	11.17%
Transfer from GF to CSA Fund	710,341	750,000	39,659	5.58%	Transfer to CSA Fund from GF	710,341	750,000	39,659	5.58%
Transfer from GF to Debt Service Fund	1,727,499	1,726,954	(545)	-0.03%	Transfer to Debt Service Fund from GF	1,727,499	1,726,954	(545)	-0.03%
Transfer from TOT Fund to GF	55,000	62,500	7,500	13.64%	Transfer to GF from TOT Fund	55,000	62,500	7,500	13.64%
Total transfers to other funds	\$ 12,781,726	\$ 12,894,988	\$ 113,262	0.89%	Total transfers from other funds	\$ 12,781,726	\$ 12,894,988	\$ 113,262	0.89%
<b>Total expenditures, net of transfers to other funds</b>	\$ 45,871,922	\$ 51,760,606	\$ 5,888,684	12.84%	<b>Total revenues, net of transfers from other funds</b>	\$ 45,871,922	\$ 51,760,606	\$ 5,888,684	12.84%

Proposed FY2023 Capital Budget

EXPENDITURES					REVENUES				
	FY2022 Adopted	FY2023 Proposed	Dollar Change	Percentage Change		FY2022 Adopted	FY2023 Proposed	Dollar Change	Percentage Change
<b>General Fund (GF)</b>					<b>General Fund (GF)</b>				
Transfers to other funds	\$ 392,100	\$ 3,043,264	\$ 2,651,164	676.14%	State grant funds	\$ -	\$ -	\$ -	N/A
					Issuance of long term debt	-	-	-	0.00%
					Use of accumulated fund balance	392,100	3,043,264	2,651,164	676.14%
Total General Fund expenditures	\$ 392,100	\$ 3,043,264	\$ 2,651,164	676.14%	Total General Fund revenues	\$ 392,100	\$ 3,043,264	\$ 2,651,164	676.14%
<b>School Operating Fund</b>					<b>School Operating Fund</b>				
	\$ -	\$ -	\$ -		Transfer from other fund	\$ -	\$ -	\$ -	
<b>County Capital Projects Fund</b>					<b>County Capital Projects Fund</b>				
General government administration	\$ 100,000	\$ 2,870,264	\$ 2,770,264	2770.26%	State grant funds	\$ 17,100	\$ -	\$ (17,100)	N/A
Judicial administration	-	33,000	33,000	100.00%	Federal grant funds	500,000	2,540,264	2,040,264	N/A
Public safety	719,200	4,037,510	3,318,310	461.39%	Transfer from other fund	392,100	503,000	110,900	28.28%
Public works	90,000	130,000	40,000	44.44%	Debt Proceeds	-	3,397,510	3,397,510	N/A
Transfers to other funds	-	-	-	N/A	Use of accumulated fund balance	-	630,000	630,000	100.00%
Total County CIP Expenditures	\$ 909,200	\$ 7,070,774	\$ 6,161,574	677.69%	Total County Cap Proj. revenues	\$ 909,200	\$ 7,070,774	\$ 6,161,574	677.69%
<b>School Capital Projects Fund</b>					<b>School Capital Projects Fund</b>				
	\$ -	\$ -	\$ -	0.00%	Transfer from other fund	\$ -	\$ -	\$ -	0.00%
					Debt Proceeds	-	-	-	N/A
					Total School Cap Proj. revenues	-	-	-	0.00%
<b>Total expenditures</b>	\$ 1,301,300	\$ 10,114,038	\$ 8,812,738	677.23%	<b>Total revenues</b>	\$ 1,301,300	\$ 10,114,038	\$ 8,812,738	677.23%
<b>Less transfers to other funds:</b>					<b>Less transfers from other funds</b>				
Transfer from GF to School Operating Fund	\$ -	\$ -	\$ -		Transfer from GF to School Operating Fund	\$ -	\$ -	\$ -	N/A
Transfer to Capital Projects Fund from Debt Proceeds	-	-	-	0.00%	Transfer to Capital Projects Fund from Debt Proceeds	-	-	-	0.00%
Transfer to School Capital Projects Fund from Debt Proceeds	-	-	-	0.00%	Transfer to School Capital Projects Fund from Debt Pro	-	-	-	0.00%
Transfer from GF to County Cap Proj Fund	392,100	3,043,264	2,651,164	676.14%	Transfer from GF to County Cap Proj Fund	392,100	3,043,264	2,651,164	676.14%
Transfer to GF from School Cap Proj Fund	-	-	-	N/A	Transfer to GF from School Cap Proj Fund	-	-	-	N/A
Total transfers to other funds	\$ 392,100	\$ 3,043,264	\$ 2,651,164	676.14%	Total transfers to other funds	\$ 392,100	\$ 3,043,264	\$ 2,651,164	676.14%
<b>Total expenditures, net of transfers to other funds</b>	\$ 909,200	\$ 7,070,774	\$ 6,161,574	677.69%	<b>Total expenditures, net of transfers to other funds</b>	\$ 909,200	\$ 7,070,774	\$ 6,161,574	677.69%

A copy of the proposed budget can be viewed at [www.madisonco.virgina.gov](http://www.madisonco.virgina.gov). The proposed budget is on file in the Office of the County Administrator located at 414 N. Main Street; Madison, Virginia and is available for review during normal business hours, Monday-Friday, 8:30 a.m. – 4:30 p.m. Comments may be submitted in writing or via email to [alanberry@madisonco.virginia.gov](mailto:alanberry@madisonco.virginia.gov).

BY AUTHORITY OF THE MADISON COUNTY BOARD OF SUPERIVORS  
ATTEST: Jonathon Weakley, County Administrator





# Madison County Proposed FY23 Budget

Public Hearing  
Presented to the Madison County Board of  
Supervisors  
on April 6, 2022

# Presentation Agenda

1.

1. FY23 Goals & Priorities
2. Overview & Highlights
3. Outside Agency Funding
4. Revenue and Expenditure  
Summary
5. Remaining Steps To Budget  
Process

# FY23 Goals & Priorities

1.

- 1. Improve access to broadband services**
- 2. Complete major capital projects**
  - a. Public Safety Radio System
  - b. Financial Software Replacement
- 3. Facilities inventory/needs assessment**
  - Program building maintenance, EMS facility, disposal of surplus property
- 4. Establish and maintain an ongoing CIP**
- 5. Negotiate an optimal public water and sewer agreement w/ Greene and Orange Counties and RSA**
- 6. Increase human resource support and employee assistance**
  - a. Provide and encourage adequate training and certifications
  - b. Provide more benefit contribution for employees
  - c. Develop incentive program and public safety pay scale

# Overview

1.

- Most spending is allocated for education and public safety
- FY23 shows the full effect of changes in payroll costs
  - 4 new positions, 5% COLA, Employer healthcare contribution increase, and an investment in training and certification opportunities for employees
- Budget is balanced
  - Requires NO tax increase with a use of fund balance totaling \$461,118

# Highlights: Operations

- Personnel cost increases driven by
  - Additional employees
  - Health insurance employer contribution increases
  - 5% COLA
- Contingency:
  - \$270,019 general contingency for unexpected costs
  - \$27,000 accumulated leave

# Highlights: Breakout Items

- **Note: All new positions reflect salary plus fringes**
- \$62,853 Records Management Clerk – Sheriff's Office (FT)
- \$46,900 PRA Maintenance Position (convert PT to FT)
- \$79,104 IT system administrator (FT)
- \$20,104 Division Chief (convert 1 current position into new role)

# Highlights: Capital Expenditures

1.

<u>Department</u>	<u>Description</u>	<u>Funding</u>
Data Processing & Technology	Hardware and software upgrades	100,000
Sheriff	Vehicle replacement	110,000
Emergency Communications	Radio project	3,397,510
EMS	EMS station planning	500,000
Facilities & Maintenance	Painting at courthouse, admin center	40,000
Facilities & Maintenance	HVAC system replacements	40,000
Facilities & Maintenance	Parking lot paving	10,000
Facilities & Maintenance	New Maintenance Garage	40,000
Commonwealth Attorney	Security Improvements	33,000
Administration	Broadband	2,540,264
Finance	ERP	170,000
Administration	Master CIP/Asset Management Plan	60,000
Sheriff	Drones	30,000

23

# Outside Agency Funding

1.

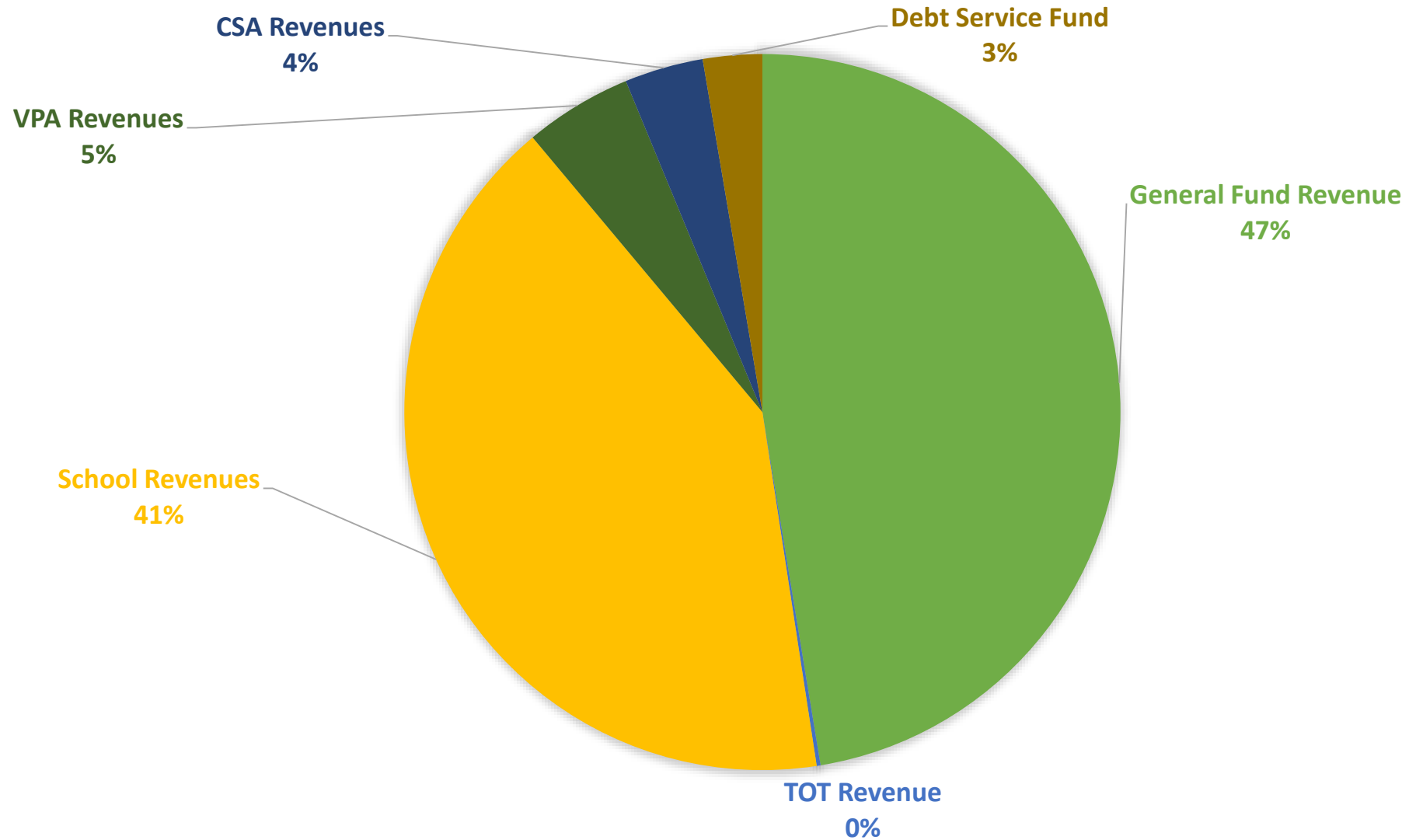
Agencies Receiving Funds	FY23 Proposed	\$ Change	% Change
MADISON COMBINED COURT	10,550.00	0.00	0.00%
MADISON VOLUNTEER FIRE DEPARTMENT	145,000.00	13,156.00	9.98%
THOMAS JEFFERSON EMS COUNCIL	1,000.00	-6,743.00	-87.09%
JUVENILE PROBATION	21,539.00	0.00	0.00%
REGIONAL JAIL	736,673.00	-210,237.50	-22.20%
JUVENILE DETENTION	117,166.00	23,136.00	24.60%
JEFFERSON AREA COMMUNITY CORRECTIONS	12,073.00	506.00	4.37%
SERVICES TO ABUSED FAMILIES	1,000.00	0.00	0.00%
Foothills Child Advocacy Center	2,600.00	0.00	0.00%
MADISON HEALTH DEPARTMENT	204,121.00	33,589.00	19.70%
COMMUNITY SERVICES	202,576.00	24,947.00	14.04%
GERMANNA COMMUNITY COLLEGE	5,000.00	0.00	0.00%
PARKS & RECREATION	383,913.00	111,811.00	41.09%
BOYS AND GIRLS CLUB	1,000.00	-1,000.00	-50.00%
SENIOR CENTER	500.00	0.00	0.00%
MADISON COUNTY FAIR	500.00	0.00	0.00%
MADISON LIBRARY	160,600.00	8,500.00	5.59%
CENTRAL VA ECON DEVELOP PSHIP	10,000.00	0.00	0.00%
FOOTHILLS HOUSING CORP. (FORMERLY RAP BET HOUSING)	7,000.00	0.00	0.00%
AGING TOGETHER	3,000.00	0.00	0.00%
RAPPAHANNOCK-RAPIDAN PLANNING DISTRICT	16,863.00	481.42	2.94%
VA Regional Transit	7,000.00	2,000.00	40.00%
PIEDMONT WORKFORCE NETWORK	500.00	0.00	0.00%
SKYLINE CAP	48,502.00	917.00	1.93%
WATER QUALITY MANAGEMENT PROGRAM	1,000.00	0.00	0.00%
CULPEPER SOIL & WATER	31,333.00	0.00	0.00%
FORESTRY SERVICE	5,942.00	0.02	0.00%
NORTHERN VA 4-H	750.00	0.00	0.00%
EXTENSION & CONT'D ED.	123,747.00	10,797.45	9.56%
Total Proposed	2,261,448.00	11,860.39	0.53%



# Revenues Breakdown

- General Fund = \$30,647,440
- TOT Fund = \$112,500
- Schools = \$26,726,864
- VPA = \$3,141,836
- CSA = \$2,300,000
- Debt Service Fund = \$1,726,954
- **Total Revenues = \$64,655,594**

# Revenues Breakdown

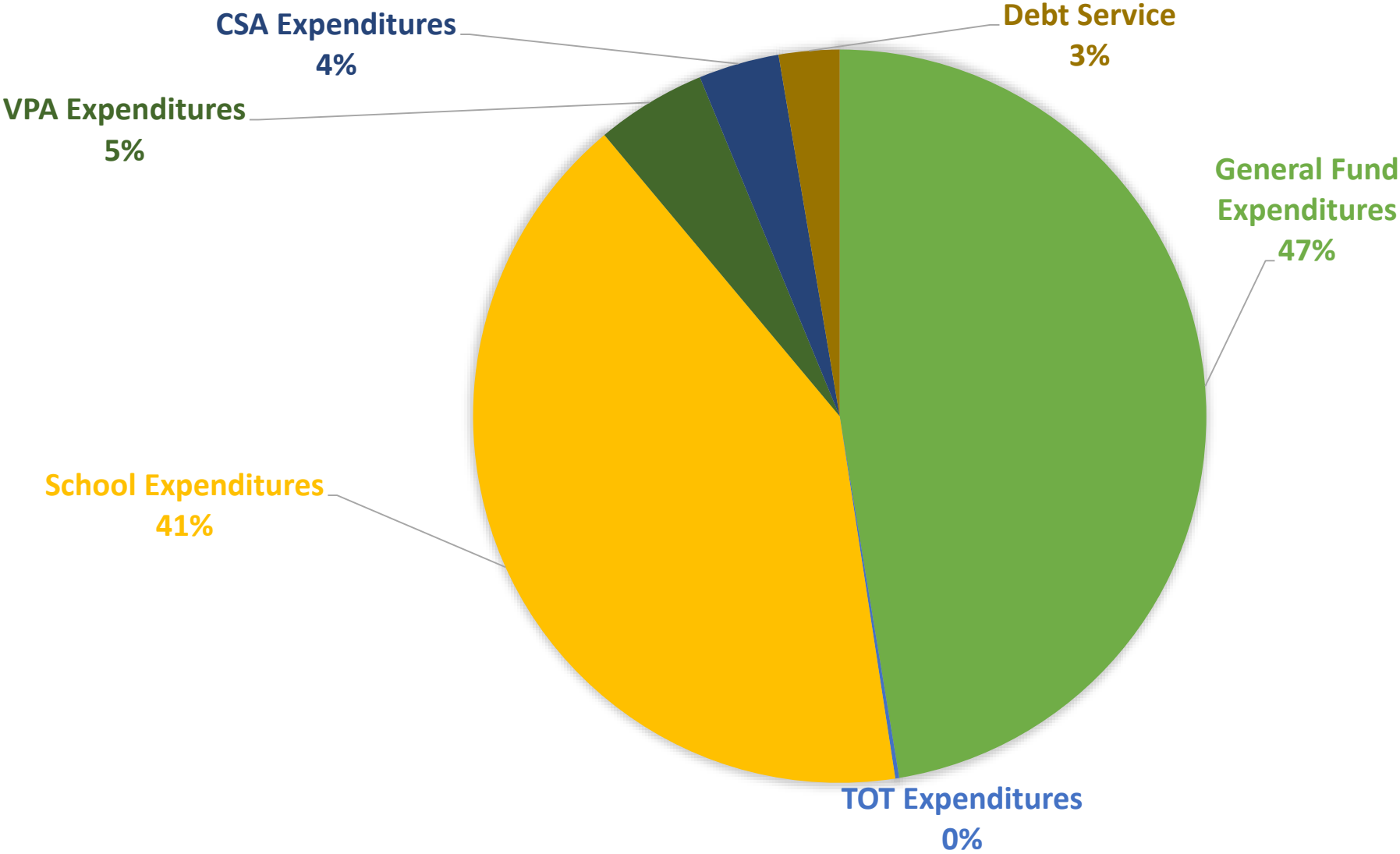


# Expenditures Breakdown

1.

- General Fund = \$30,647,440
- TOT Fund = \$112,500
- Schools = \$26,726,864
- VPA = \$3,141,836
- CSA = \$2,300,000
- Debt Service Fund = \$1,726,954
  
- **Total Expenditures, net of transfers to other funds = \$51,760,606**
  
- **Total of transfers to other funds = \$12,894,988**
  
- **Total Expenditures = \$64,655,594**

# Expenditures Breakdown



# Remaining Steps

- Public hearing held on April 6, 2022
- Budget adoption on April 12, 2022
- Appropriation resolution on June 14, 2022